

Questions and Answers

The following questions were submitted in writing to LCLE in accordance with the Request for Proposals by the date and time specified.

1. Is a contract with an individual to serve as staff for this project considered a subcontract for purposes of Section 1.8 of the RFP

Answer: Yes. If you intend to enter into a contract with an individual to perform any part of the work under the contract, this would be considered a subcontract and subject to the provisions of Section 1.8.

2. Is the Briefing Book identified under Section 2, item 2a on page 10 of the RFP to be prepared as a camera ready formal report or as an academic style report (without extensive graphics and pictures, but containing data and narrative).

Answer: The Briefing Book referenced as part of Phase II: Identify research objectives and define the research aspects of the Assessment Process on page 10 of the RFP is a working document to be used by the JJDP Advisory Board, major stakeholders and the LCLE to further an in depth discussion of DMC within the jurisdictions under examination and the data available to explore the observed DMC in greater depth. Therefore the report need not be a camera-ready document for publication, but can be an academic style report.

3. Is the project currently funded?

Answer: Yes.

4. About the number of specific sites to be examined under the assessment, will Calcasieu, Rapides, Lafayette, and Ouachita parishes definitely be included or may be included?

Answer: The RFP identifies eight sites for possible study. Orleans, East Baton Rouge, Jefferson, and Caddo are sites with specialized juvenile courts; Calcasieu, Rapides, Lafayette, and Ouachita parishes are major population centers but do not have specialized Juvenile Courts, although varying degrees of specialization do occur within their court structures. The contractor will examine all of these areas

during Phase one of the project where we are assessing the data sources available in each jurisdiction relative to the requirements of DMC Assessment. The sites with the best data (quality, availability, and local stakeholder desire and ability to participate within the time frames allowed) will be selected for the full Assessment study as part of Phase II of the project.

5. Have the data sources in each of the jurisdictions been identified?

Answer: Yes. Generally speaking the data sources will involve the official records maintained by agencies that constitute a specific jurisdiction's juvenile justice system and have already been submitting data for the Relative Rate Index (RRI). This does not preclude the contractor, LCLE, the major stakeholders from the specific jurisdictions or the state, or the members of the JJDP Advisory Board or the DMC Committee from identifying additional data sources.

6. Does LCLE already have all of the data to be considered or will data mining be involved?

Answer: LCLE does not have all of the data to be considered. Most of the data currently held by LCLE relates to the RRI and the identification of decision points where DMC may be occurring. The project under this RFP is intended to first assess the data and data sources currently used for the identification of DMC relative to their amenability for this purpose, with a view toward recommending ways in which the situation can be improved. Second, the project is to collect more detailed data specific to particular decision points where DMC appears to be occurring within specific jurisdictions that can be analyzed to identify the cause(s) of DMC at that decision point, with a view toward crafting interventions to address the issue. Therefore, both data collection and data mining will be involved. Further, Proposers are not limited to quantitative data in performing the assessment, but are encouraged to include qualitative data as well.

7. Have the stakeholders in the jurisdictions that may be studied been identified?

Answer: Yes. The agencies participating in the jurisdiction's juvenile justice system are the major institutional stakeholders and have been identified.

8. What types of cases will be involved?

Answer: The project envisioned under the RFP is intended, in part, to begin the assessment of the causes of DMC within Louisiana's juvenile justice system. The focus therefore will be on delinquency cases, with FINS (in need of supervision) and in need of care case considered only where they are involved in a delinquency case.

9. Is the Relative Rate Index (RRI) broken down by charge type?

Answer: No. The RRI is a tool to assist in the identification of decision points where DMC may be occurring within a jurisdiction. At the Assessment level addressed by this RFP, however, it is probable that data such as charge type, severity, delinquency history, and other information known to a decision maker at the time he or she is making the decision in question will be highly salient. Therefore additional data collection/mining is anticipated in order to perform the Assessment.

10. Will it be necessary to collect data over time, tracking a specific child through the system?

Answer: The Assessment considered under this RFP focuses on the causes of DMC at particular data points within the juvenile justice system. While time series and cohort studies may be beneficial in the future they are not required for the present purpose and would suffer from the limited time available for this project.

11. Is the project envisioned under the RFP more like a pilot project?

Answer: This project is viewed as a first step in the DMC Assessment effort in Louisiana. It is not so much a "pilot" project to be replicated, but a first step to be built upon in the future.

12. Will contractor receive logon and password privileges to the OJJP web-based data entry system?

Answer: If the successful contractor presents a valid case directly related to the project for such privileges and the LCLE agrees, a request would be made to OJJDP for their approval. Otherwise, no such privileges will be extended to the contractor.

13. Will focus groups be allowed?

Answer: Yes. Contractors are encouraged to employ both qualitative and quantitative data in their design.

14. Will incentives to participants in the focus groups be allowed in budget?

Answer: Yes, but only with the prior approval of LCLE and in conformity with applicable law or regulation.

15. Will contractor be given access to current data, including that related to parishes not within the scope of the project for comparative purposes?

Answer: The data held by LCLE and published in its reports to OJJDP are public record and, for that reason, would be available to the contractor. However, this project does not require nor anticipate comparative analysis. The question of DMC identification is not relative to other jurisdictions within the state but only to conditions within a specific jurisdiction.

16. Will contractor be given access to relevant state/parish department and program plans pertaining to budget cuts?

Answer: The current project does not require nor anticipate the contractor examining state/parish department and program plans pertaining to

budget cuts. However should a contractor find such information necessary to their analysis, prior to requesting such data on behalf of this project from any department, program, or project of any state or local political subdivision, the contractor must receive the written approval of LCLE. Once that approval is obtained, the appropriate agency will be contacted by LCLE and a formal request made for the data. The final authority in all such requests resides with the agency from which this data is requested.

17. Will the contractor have access to the Data Warehouse operated by the Louisiana Office of Juvenile Justice (OJJ)?

Answer: Such direct access for a contractor is in the sole determination of OJJ. If the contractor makes a proper case to LCLE relative to the necessity of the contractor being granted direct access to the OJJ data warehouse and LCLE approves, such a request will be made to OJJ. However, the final determination rests with OJJ.

18. Will contractor be given permission to publish findings, i.e. scholarly journals?

Answer: Yes, but only with the prior written approval of LCLE and the proper acknowledgements. If the contractor is using data from a particular source, contractor must have approval from that source(s) in writing prior to making any request of LCLE.

19. What sources do you (LCLE) use in your identification system and process, including

- a. Sources
- b. Dictionary
- c. Set of business rules and reports

Answer:

The identification phase of the regular DMC reporting cycle consists primarily of the Relative Rate Index instrument developed by the Office of Juvenile Justice and Delinquency Prevention and included in the DMC Technical Assistance Manual.

The sources may vary depending on how business is conducted at the local level. In general, however, the data comes from the following sources:

Population at Risk:	Census, census estimates in out years
Juvenile Arrests:	Uniform Crime Reports ⁶ Age, Race, Sex, Juvenile (ASRJ) reports
Refer to Juvenile Court	Prosecutor or local intake
Cases Diverted	Prosecutor
Cases Involving Secure Detention	Juvenile Detention Centers and data collected by JJDP Monitor (jails and lockups)
Cases Petitioned	Prosecutor
Cases Resulting in Delinquency	Court of Juvenile Jurisdiction
Cases Resulting in Probation	Court of Juvenile Jurisdiction/ Office of Juvenile Justice
Cases Resulting in Secure placement	Court of Juvenile Jurisdiction/ Office of Juvenile Justice
Cases Transferred to Adult Court	Court of Juvenile Jurisdiction/ Prosecutor

The data dictionary is contained in the DMC Technical Assistance Manual. This information is provided to each individual jurisdiction and agency completing all or a portion of the RRI for their jurisdiction.

The business rules may vary from jurisdiction to jurisdiction. Louisiana has an extensive system of concurrent jurisdiction in juvenile matters. Except for the four parishes where specialized juvenile courts exist (East Baton Rouge, Caddo, Jefferson, and Orleans), concurrent jurisdiction over juvenile matters exists among the District Court, City Court, or Parish Court. Local rule or practice often designates a particular court or section of court to take the lead in Juvenile matters. Because of the concurrent jurisdiction issue and the attendant layers of law enforcement and prosecutorial jurisdiction, the business rules and practices vary across the state. The *Children's Code* provides the legal structure and business rules; however,

specific business practices within each jurisdiction can affect how things are accomplished.

For a good overview of these matters, please see <http://www.ojjdp.ncjrs.gov/dmc/pdf/StepsinCalculatingtheRelativeRateIndex.pdf>

20. What tools and instruments do you currently use to collect and measure data?

The tools and instruments currently used to collect and measure data for the Identification Phase of the DMC process centers on the use of the Relative Rate Index (RRI). Additional data is collected for background information from the Census, *Kids Count*, and other data sources as may be appropriate. In these cases published reports are generally used.

21. Are we accurate in assuming the study relates to both male and female juvenile delinquents?

The study must include both males and females. However, it should be noted that not all subjects would be "juvenile delinquents" as delinquency is an adjudicated status and not all decision points examined are post adjudication.

22. Can you share with us the approximate amount of the award?

Yes. Approximately \$157,000 is available for this project.